

ANTI-RED TAPE AUTHORITY
Publication of Contract of Service Positions

No.	Position Title / Vacancy	Salary Grade	Monthly Salary	Terms of Reference		Place of Assignment
				Qualification Standards	Responsibilities / Deliverables	
1.	Creative Specialist III Vacancy -2	20	PHP65,101.20	<ol style="list-style-type: none"> 1. University degree in any relevant field 2. At least 2 years of relevant work experience 3. At least 8 hours of relevant training (preferably with training on data comprehension and analysis on information repository sets and other relevant data systems) 4. Proven work experiences as a visual content creator, animator, or similar role 5. Overall good design instincts with excellent photo and video editing, illustration, and layout skills 6. Work flexibility 7. Ability to balance multiple work streams 8. Ability to work under tight deadlines 	<p>RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Create videos and other audio-visual materials for Operations projects; 2. Prepare animated video templates; 3. Produce illustrations, diagrams, icons, and graphic elements intended for animated video production and aligned with the visual identity of ARTA campaigns; 4. Take the lead in facilitating in-house video shoots and production; 5. Facilitate post-production of video outputs, including editing, post-processing, and rendering; 6. Assist in the creation of regular content for ARTA; 7. Supervise the operations and deliverables of the COS creative specialist team. 8. Assist in the strategic development of branding and marketing plans for project promotion and communication campaigns; 	Office of Deputy Director General for Operations

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					<p>9. Coordinate with requesting offices on terms and needs of campaigns and projects; and</p> <p>10. Provide other technical and supervisory deliverables as directed by the Division Chief.</p> <p>DELIVERABLES</p> <p>1. Audiovisual materials/animated videos for the Authority's campaigns and projects (at least 4 videos a month)</p> <p>2. Illustrations and motion graphics (if necessary)</p> <p>3. Communication packages (containing rendered video materials) and video templates for various projects and engagements</p> <p>4. A repository of soft copies and editable formats of all communication materials produced</p>	
2.	Creative Specialist II Vacancy -3	18	PHP52,417.00	<p>1. University degree in any relevant field</p> <p>2. At least 1 year of relevant work experience</p> <p>3. At least 4 hours of relevant training (preferably with training on data comprehension and analysis on information repository sets and other relevant data systems)</p> <p>4. Proven work experiences as a visual content creator, animator, or similar role</p> <p>5. Overall good design instincts with excellent photo and video editing, illustration, and layout skills</p>	<p>RESPONSIBILITIES</p> <p>1. Create videos and other audio-visual materials for Operations projects;</p> <p>2. Prepare animated video templates;</p> <p>3. Produce illustrations, diagrams, icons, and graphic elements intended for animated video production and aligned with the visual identity of ARTA campaigns;</p> <p>4. Take the lead in facilitating in-house video shoots and production;</p>	Office of Deputy Director General for Operations

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				<ul style="list-style-type: none"> 6. Work flexibility 7. Ability to balance multiple work streams 8. Ability to work under tight deadlines 	<ul style="list-style-type: none"> 5. Facilitate post-production of video outputs, including editing, post-processing, and rendering; 6. Assist in the creation of regular content for ARTA; 7. Assist in the strategic development of branding and marketing plans for project promotion and communication campaigns; 8. Coordinate with requesting offices on terms and needs of campaigns and projects; and 9. Provide other technical deliverables as directed by the Division Chief. <p>DELIVERABLES</p> <ul style="list-style-type: none"> 1. Audiovisual materials/animated videos for the Authority's campaigns and projects (at least 4 videos a month) 2. Illustrations and motion graphics (if necessary) 3. Communication packages (containing rendered video materials) and video templates for various projects and engagements <p>A repository of soft copies and editable formats of all communication materials produced</p>	

Kung ikaw ay kwalipikado at interesado, gawin ang mga sumusunod:

- 1) Sagutan ang [Online Recruitment Form](#).
- 2) Mag-upload ng mga sumusunod na dokumento sa parehong link bago mag Oktubre 10, 2021:
 - a) Application letter
 - b) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c) Copy of training certificates and
 - d) Copy of Transcript of Records.